

VLA/JS/AH

18<sup>th</sup> December 2025

Annwyl Parent/Carer,

We are asking for your support in ensuring that your child attends school on time. When pupils are repeatedly or persistently late to school they are immediately disadvantaged in terms of their academic performance and their social relationships with their peers.

Pupils who do not attend Barod every morning lack connections with their form group and year group culture. They miss important notices and news and therefore miss out on competitions, rewards, pupil voice surveys etc. Pupils who arrive late disrupt the flow of the lesson and affect the education of those pupils who have arrived on time.

It is a parent/carer's responsibility to ensure their child receives a full-time education, which means regular school attendance and arriving at school on time.

Recently, Mrs. Sullivan and Mr. Reed have been developing a new set of punctuality procedures. These will begin on January 5<sup>th</sup> 2026 where these positive changes will help to ensure that children are in school on time every day.

Our school day starts with our Barod session (registration). This has always started at 8.35 am which means pupils have not been able to arrive at their Barod room on time.

- In order for pupils to arrive to Barod by 8.35 am **our main gates will close at the new time of 8.30** am (previously 8.35 am;)
- This gives even those pupils who arrive at that time a 5 minute window of travel to their Barod room which is practical and realistic;
- Any pupil who arrives in school after **8.30** am will be late and will be asked to enter school by our side door just before the late gate;
- When they arrive, they will be asked to report to Hwyr- room C006 while our wellbeing staff **check classcharts for genuine reported late from parents/carers explaining why they are late;**
- Pupils with (ALPS)- Late start plans will not be affected by this new system as long as they arrive in school before their agreed start time;
- Pupils with medical/genuine reasons for lateness will be able to attend their Barod after checking into Hwyr so appointments can be verified on classcharts;
- Pupils without any reasons for lateness will stay in Hwyr (C006) during Barod. They will receive all of the key messages they need for the day and then leave in time for P1. This prevents pupils wandering our site when school has

started, reduces truancy and supports our robust safeguarding systems where we know where pupils are when they are late;

- Any pupils who are late will be expected to attend a lunchtime reflect and review on the same day to talk about their lateness and discuss ways to improve it;
- Pupils who arrive after 9.00 am without a valid reported late from parents/carers on classcharts will be classed as truanting and will be sent to our Ready to Learn room on arrival. This prevents further truanting and ensures that we know where a pupil is whilst on our site;
- Pupils who are late multiple times will be expected to attend a meeting with parents/carers, DoWs and Senior Staff to discuss the reasons why pupils are not attending school on time;
- Parents/carers are able to contact their child's Director of Wellbeing if there are any special circumstances that prevent their child attending school on time.

I would like to thank you in advance for your continued support in ensuring that your child arrives at school on time. We continue to ask you to make us aware of any reasons for lateness in advance via the classcharts app by 8.30 am so we can ensure that your child isn't penalised for lateness or absence.

Yr eiddoch yn gywir



**Victoria Lambe**  
Headteacher